

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



July 14, 1975

ALL-COUNTY LETTER NO. 75-143

TO: ALL COUNTY WELFARE DEPARTMENTS

SUBJECT: ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES (FORM WP 19.5)

REFERENCE:

This is a reminder that the "Annual Report on Public Welfare Employees" (Form WP 19.5) as of June 30, 1975, will be due August 15, 1975. Only completion of the part on "Staff by Program and Vacant Positions" (formerly Part A) of the Form WP 19.5 is now required. Effective March 1, 1975, the requirement for Parts B, C, and D was discontinued (see All-County Letter No. 75-57 dated March 17, 1975). The report is concerned with the reporting of the allocation of staff by functional classification and by program assignments. The report also includes the number of existing vacant positions. Both Merit and Civil Service counties are required to complete the report each year.

The data to be reported are needed in support of the State's request for federal administrative funds, for making legislative estimates, and for estimating administrative costs for the Governor's Budget.

Some modifications have been made to the previous Part A of Form WP 19.5 and are as follows:

1. The Medical Assistance Column (formerly Column (7)) has been divided into two columns to allow for separate reporting of staff engaged in medically needy (MNO) and medically indigent (MI) work assignments.
2. Reporting of staff under N.A. Food Stamps (formerly Food Stamps, Column (8)) now pertains to those assigned to nonassistance (NA) food stamp activities. Assistance (PA) food stamp functions are now included and reported under AFDC, Column (5). Also, staff assigned to General Assistance food stamp activities are to be reported under N.A. Food Stamps, Column (9). Column (4) Adults, is being retained for the reporting of staff allocated to reporting of adult aid related functions such as: special need for restaurant meals; emergency loans; persons with homes of market value over \$25,000 (SSP only); special need for property tax; responsible relative activity; and any residual adult fraud cases pending December 31, 1973.

Attached are three copies of the report form with the appropriate instructions. The instructions specify that a list of the job titles of employees reported within each functional type of employment listed in Items 1.a. through 6.a. be attached.

Sincerely,

A handwritten signature in cursive script, appearing to read "G. Adams", written in dark ink.

GARY G. ADAMS
Deputy Director

Attachments

cc: CWDA

SUMMARY REPORT

ANNUAL REPORT ON PUBLIC WELFARE EMPLOYEES AS OF JUNE 30, FORM WP 19.5 - STAFF BY PROGRAM AND VACANT POSITIONS

CONTENT

This report provides for collection of personnel data from all county welfare departments on the number of staff employed as of June 30 by type of function.

PURPOSE

Data compiled from this report are needed for support of the State's request for federal administrative funds, for making legislative estimates, and for estimating administrative costs for the Governor's Budget.

DUE DATE

Annual reports are to be received in Sacramento on or before August 15 of each year.

INSTRUCTIONS FOR TYPE OF FUNCTION

Use the following definitions and examples of job titles to determine an employee's type of function.

1. Administrative and Management Staff - These are staff whose routine assignments do not normally place them in daily, face-to-face contact with recipients or clients. Their work is administrative in nature and covers, generally, all the program areas serviced by the agency, or they are supervisors of supervisors whose supervisees are in contact directly with recipients or clients.

There is, however, an exception to the preceding, and this encompasses the Quality Control staff who are in direct contact with clients. However, because of the administrative nature of their duties, they should more appropriately be classified within this type.

- a. Administrators and managers - Agency staff whose titles include, but are not limited to, the following: agency directors and commissioners, county directors (unless they are first line supervisors of eligibility, social service, or joint function workers), accountants, statisticians, supervisors of supervisors, field representatives, area representatives, bureau and division chiefs, supervisory clerical and data processing staff, quality control reviewers and their supervisors, etc.
- b. Clerical support - This is a general term applicable to each of the first five functional type classifications within this system. Each time this item appears the employees to be entered should be those clerical staff assigned in the direct support of the professional staff under the general heading.

The exception to this rule is in the case of a central clerical pool in large offices where all units within that office draw upon

the pool for clerical support. In this case, the entire pool should be classified under "Administrative and Management."

Clerical support generally includes: stenographers, secretaries, dictograph operators, typists, calculating machine operators, telephone operators, etc.

- c. Other - This staff comprises employees of the personal service, housekeeping, and custodial classifications and include, but are not limited to, the following: chauffeurs, messengers, custodians, janitors, maintenance men, laundry workers, kitchen help, stock-room helpers, etc.
2. Social Service Staff - These are staff whose duties are separate from the eligibility determination function and whose professional and subprofessional staff are charged with the provision or delivery of social services directly to the clients.
- a. Supervisors - The supervisors (first line supervisors only) classifiable within this heading are those whose supervisees' duties are separate from the eligibility determination function and who provide or deliver social services directly to the clients, either singly or in groups. Such supervisory staff's classifications include, but are not limited to, the following: social casework supervisors, home-maker supervisors, foster home placement supervisors, day care supervisors, etc.
 - b. Social service workers - Agency staff whose assigned duties include the provision or delivery of social services to persons eligible for receipt of same under the State's approved plan and whose duties are functionally separate from the eligibility determination function. Such staff's classifications include, but are not limited to, the following: adoption workers, child welfare workers, placement workers, homemakers, family planning counselors, social service caseworkers, subprofessional service workers, etc.
 - c. Clerical support - See "Clerical support" above.
3. Income Maintenance Staff - These are staff who are separated from the social service function, and whose professional and subprofessional staff are charged solely with all activities related to income maintenance or medical assistance.
- a. Supervisors - The supervisors (first line supervisors only) classifiable within this heading are those whose supervisees' duties are separate from the social service function and who are charged with the eligibility determination function only. Such supervisory staff's classifications include, but are not limited to, the following: eligibility supervisors, supervisors of eligibility workers and/or technicians, supervisors of eligibility investigators, etc.
 - b. Eligibility workers - Agency staff whose assigned duties include all activities related to the delivery of financial and medical

assistance. Such staff's classifications include, but are not limited to, the following: eligibility technician, income maintenance worker, eligibility investigator, special investigator, and subprofessionals performing these tasks.

c. Clerical support - See "Clerical support" above.

4. Joint Function Staff - These are staff whose social service and income maintenance (eligibility) functions have not been separated, and whose professional and subprofessional staff are responsible for both these functions.

a. Supervisors - The supervisors (first line only) classifiable within this heading are those whose supervisees are responsible for both the social service and income maintenance (eligibility) functions.

b. Joint function workers - Agency staff whose assigned duties include both the eligibility determination and the social service functions, i.e., eligibility and service have not been functionally separated. Such staff's classifications include, but are not limited to, the following: caseworker, social worker, case visitor, public welfare worker, etc., including subprofessionals performing these tasks.

c. Clerical support - See "Clerical support" above.

5. Specialist and Consultant Staff - Agency staff whose assigned responsibilities include the provision of expert and/or technical assistance to social service and eligibility workers and/or administrators and managers in relationships that do not include a supervisory connotation.

a. Specialists and Consultants - The consultative function will include, but is not limited to: provision of service, special case handling, program planning, community planning, program development, program administration, etc. The staff is largely professional and may include day care consultants, psychologists, psychiatrists, pharmacists, nurses, nutritionists, social workers, educators, physicians, administrative management specialists, legislative liaison specialists, etc.

b. Clerical support - See "Clerical support" above.

6. Volunteer Staff - Persons not on agency payrolls except for job-related expenses such as travel allowances, etc., who may be either professional or subprofessional and whose functional assignments may include both the eligibility and service areas. Persons of this type may be regularly scheduled as to days and hours, or they may be casual.

LIST OF JOB TITLES BY TYPE OF FUNCTION

Attach a list of the various job titles of employees reported in each functional type of employment described in Lines 1a through 6a. For example:

Line ... 1a. Administrators and managers

Director
 Assistant Director
 Division Chief
 etc.

INSTRUCTIONS

Total employees - Enter in Column (1) for each of the functional types of employment described in Lines 1a through 6a, the number of persons employed by the agency, as of the end of the fiscal year, either in a full or part-time capacity, and who are not on terminal leave, leave of absence, or full-time educational leave.

For Columns (2) through (9) distribute the number of employees entered in Column (1) by the most recent allocation rate or percentage distribution of staff effort available. Entries in Columns (2) through (9) must be in whole numbers or decimal fractions rounded to two places (e.g., .75) and adjusted to add to the Column (1) entries. Do not use common fractions in your entries.

For Columns (2) and (3) Social Services are defined as those ameliorative and other services rendered to eligible persons with the objective of changing attitudes or environment so that the individual to whom or for whom these services are rendered will come to lead more meaningful and purposeful lives.

For Columns (4) through (9) Eligibility Determination is defined as actions necessary to ascertain and process certifications of applicant's initial and continuing eligibility for: income maintenance for Adults, AFDC (including PA food stamp functions), or General Assistance; medical assistance (divided into medically needy (MNO) and medically indigent (MI)); or non-assistance food stamps (including General Assistance food stamp activities).

Vacant positions - Enter in Column (10) for each of the functional types of employment described in Lines 1a through 6a the number of unfilled established positions approved for recruitment by the regulatory agency or agencies, and for which there are funds available for payment of salaries and expenses as of the end of the fiscal year.